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Bulletin Number 37286BR

Type of Recruitment Transfer Opportunity

Department Auditor-Controller

Position Title ADMINISTRATIVE SERVICES MANAGER II

Additional Title Associate HIPAA Officer

Filing Type Standard

Filing End Date 06/13/2014

Filing End Time 5:00 pm PST

General Information The Department of Auditor-Controller is seeking a well-qualified and highly motivated individual to fill the position of Associate HIPAA Officer in the OCI / HIPAA Compliance Unit Division. The position reports to Administrative Services Manager II and is responsible for assisting with auditing County departments for compliance with the federal Health Insurance Portability and Accountability Act Privacy Rule regulations and standards, developing policies and procedures, and implementing the countywide HIPAA program to covered departments.

Requirements **POSITION REQUIREMENTS:** Permanent employees of Los Angeles County who hold the payroll title of Administrative Services Manager II or hold a comparable item which performs similar types of work at an equivalent level in salary and complexity are invited to submit (1) a cover letter and resume detailing relevant experience, (2) copies of the last two performance evaluations, and (3) a time history report of the last two years.

NOTE: RESUMES ARE ACCEPTED ONLINE ONLY. Please attach the required documents along with your resume. If you are unable to attach the required documents online, you may fax them to (213) 947-4848. Please include your name and bulletin number on all faxed documents.

All materials submitted will be evaluated. Only the most qualified individuals will be invited to participate in an interview.

Desirable Qualifications

- Bachelor's degree from an accredited college or university in accounting, computer science, management science, public administration, or related field.
- Excellent written and verbal communication skills,
- Ability to analyze federal and State regulations,
- Ability to formulate sound recommendations,
- Possess good public relations skills to confer with the covered departments' representatives, and the public who file complaints against the County,

- Demonstrate an ability to work on a variety of tasks simultaneously,
- Excellent organization skills.

Duties

- Assist in the Chief HIPAA Privacy Officer's oversight responsibilities to ensure that the HIPAA covered departments comply with the HIPAA and Health
- Information Technology for Economic Clinical Health Act (HITECH Act) requirements and standards.
- Audit departments for compliance with the regulations,
- Investigate complaints against the departments for non-compliance with the regulations,
- Assist in the development of policies and procedures,
- Train departments on HIPAA policies, and
- Provide support to the HIPAA Compliance Unit.

**Vacancy
Information**

This vacancy is located in the Office of County Investigations Division at : 500 West Temple Street, Suite 515, Los Angeles, CA 90012

Available Shift Day

Contact Name Aaron Sim

Contact Phone (213) 974-8512

Contact Email asim@auditor.lacounty.gov

Job Field Administration

Job Type Professional

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